



Request for Proposals

Professional Services

Statewide Mobility Management and Coordinated Human Services Transportation Project

March 2015

GENERAL

In accordance with Nebraska Consultants' Competitive Negotiation Act (Neb. Rev. Stat. §81-1702), the Brooks Act (40 USC 1101), and 23 CFR 172.5, the State of Nebraska, Department of Roads (NDOR), is issuing a Request for Proposal (RFP) for development and implementation of a **Statewide Mobility Management and Coordinated Human Services Transportation Project**. Qualified consultants are invited to submit a proposal with a statement of qualifications as outlined below. The NDOR's website referred to in this document is located at: <http://www.transportation.nebraska.gov/rfp/>

All consultants interested in doing work for the NDOR are strongly encouraged to review the NDOR's template [Standard PE Agreement](#) and [Insurance Requirements for Professional Service Providers](#) prior to responding to this RFP. By submitting a proposal in response to this RFP, Consultant agrees to meet the substantive requirements of these documents. These documents can be found on NDOR's website. An agreement will not be executed unless consultant provides proof of meeting the insurance requirements in the form of an Insurance Acord.

The NDOR is seeking proposals from consultants who wish to be considered to provide these services. This RFP does not commit the NDOR to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The NDOR reserves the right to award contracts to more than one qualified consultant, to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified consultant or to modify or cancel in part or in its entirety the RFP, if it is in the best interest of the NDOR to do so.

BASIC SCOPE OF SERVICES

Overview of the work

Federal transit law, as amended by MAP-21, the Moving Ahead for Progress in the 21st Century Act (P.L. 112-141), requires that projects funded under 49 U.S.C 5310 be included in a Coordinated Public Transit-Human Services Transportation Plan (Coordinated Plan) developed in compliance with §5310. The Consultant will develop the Coordinated Plan to address the transportation needs of individuals with disabilities, older adults, and people with low incomes.

Development of the Coordinated Plan is one part of the statewide Mobility Management and

Coordinated Human Services Transportation Project (Mobility Management Project). Mobility Management is a broader implementation of the Coordinated Plan that covers the entire community and not just the elderly or disabled.

The Consultant will also develop and assist with implementation of a coordinated regional strategy for statewide Mobility Management and an updated statewide coordinated Public Transit-Human Services Transportation Plan. The Mobility Management strategy shall focus on coordinating transportation services among public and private transportation providers including recipients and subrecipients of Federal Transit Administration funds. These services will meet the needs of the general public, the elderly and disabled individuals. The objective is to determine if regionalized public transportation, through Mobility Management, is feasible in Nebraska. If feasible, the project will also identify methods and works towards implementation for the purpose of improving the sustainability, efficiency and accessibility of the transportation service delivery system across Nebraska.

Qualifications, Knowledge and Experience

Consultant must have a high level of knowledge of public transit-related transportation planning and be familiar with all federal transit funding sources and eligibility to receive those funds.

Consultant must have experience in multimodal and long range transportation planning, regional transit needs assessments, and intelligence transportation systems (ITS) applications.

Consultant must have at least 5 years of transportation planning and public involvement experience relating to coordinated transportation activities, and be qualified to perform services in Standard Work Category *102–Transportation Planning*. Detailed information regarding the Standard Work Categories is available on the NDOR's website.

Software and Equipment Requirements

Electronic documents generated by Consultant and delivered to NDOR must be in Microsoft Office and Adobe Acrobat formats.

Expectations for the Deliverables

- A. The Consultant will create and write a Statewide Coordinated Public Transit-Human Services Transportation Plan. The Coordinated Plan will include, but is not limited to; an analysis of state demographics, assessment of available services, summary of gaps and needs, barriers, and strategies for action to include implementation. The Consultant will provide all documentation related to preparing/implementing the plan. The written plan shall be in a form and substance that is acceptable to NDOR. The requirements for the plan can be found in [Federal Transit Administration circular C 9070.1G](#).

- B. The Consultant will complete a written Statewide Mobility Management Coordination and Implementation Plan and all documentation related to preparing the plan. The plan will include the feasibility and strategy for establishing up to 18 rural and urban transportation regions in the state. The regions will provide the framework for conducting mobility management activities to improve and coordinate transportation in the state.
- C. In completing the work outlined in A. and B., the Consultant shall complete the following:
1. Review and analyze all information available since the inception of the original mobility management project in 2010.
 2. Identify and engage key stakeholders in the state that contribute to the planning, provision, delivery and funding for transportation services. This will include stakeholders from the public, private and non-profit organizations.
 3. Gather input from stakeholders to assess risks and opportunities for coordination and collaboration.
 4. Release surveys to gather information including, but not limited to, needs, gaps in service and level of support for coordinated transportation.
 5. Coordinate public meetings and key stakeholder strategy sessions
 6. Expand the scope of the existing mobility management pilot projects in Scottsbluff County and Webster/Franklin Counties and replicate in other regions.
 7. Conduct research and recommend methodologies for regional transportation in the state, provide justification for regional boundaries, and identify potential regional transportation coordinators.
 8. Initiate and manage up to five additional pilot projects.
 9. Develop a detailed project implementation strategy for the Mobility Management Project.
 10. Oversee the implementation of the Mobility Management Project.
 11. Other activities, analyses, coordination, meetings, and documentation needed to support the task and overall project success.
- D. Deliverables:
1. The Coordinated Public Transit-Human Services Transportation Plan
 2. Mobility management implementation strategy report (plan) to include a minimum of the following elements:
 - a. Three factor cost/benefit analysis (1-operational expenses, 2-safety implications, and 3-environmental impact)
 - b. Fleet needs analysis
 - c. Personnel resources analysis identifying what is required to effectively manage statewide mobility management
 - d. Recommendations for technology and/or software applications for scheduling, data collection, and reporting

- e. Projection of all cost savings and efficiencies
- f. Long range sustainability plan with schedule that identifies target dates for action items
- g. State oversight/compliance processes for regional transit system coordination
- 3. A report outlining critical political and community barriers to regionalization and coordination. Report will also determine if these things are feasible.
- 4. Transcripts and summary reports of information gathered at public meetings and key stakeholder strategy sessions.
- 5. Survey results compilations and analyses, including feasibility of mobility management coordination plan.
- 6. Recommended alternatives and a preferred method to define transit regions statewide (if feasible)
- 7. Pilot project implementation report
- 8. Any other documentation necessary to complete the task

The selected consultant will coordinate their efforts with NDOR staff, University of Nebraska staff, and/or other consultants performing work for this project.

Preliminary Schedule (approximate timeframe for completion after notice to proceed):

- 1. Expansion of the two existing pilot projects; 3 months
- 2. Delivery of the Coordinated Plan; 6 months
- 3. Additional pilot projects added; 6 months
- 4. Delivery of the mobility management plan; 8 months

DETAILS

It is anticipated that one (1) consultant will be awarded the contract for this work. The payment method for the contract may be Cost Plus Fixed Fee for Profit, Cost Plus Variable Fee for Profit, or Lump Sum.

The NDOR reserves the right to abandon or terminate any contract at any time and either re-advertise services or utilize its own forces. The NDOR also reserves the right to accomplish services for future phases on all projects with the selected consultant, select another consultant, or utilize its own forces.

A minimum of three (3) consultants will be short-listed for interviews. The evaluation criterion to be used for the short-listing and final selection is outlined below.

EVALUATION CRITERIA

Short List (100 pts)

1. Qualifications (50 pts)

- a. Project manager and key team members are qualified to perform the services described included in the Scope of Services.
- b. Consultant demonstrates knowledge of all aspects of the project included in the Scope of Services.
- c. Consultant has demonstrated similar projects/services that they have successfully worked on in the past.
- d. Consultant has included three (3) references in proposal, including contact information, that have directly been involved with similar services.

2. Approach to the Project & Schedule (40 pts)

- a. Consultant has demonstrated understanding of the key elements of the project, including potential issues that may come up.
- b. Consultant has demonstrated they are allocating appropriate and sufficient staff, resources or qualified sub-consultants to address the key elements of the project in a timely manner.
- c. Consultant has included a basic schedule of events to complete the project.

3. Travel/On-Site Availability (10 pts)

- a. Consultant has representatives that will be able to perform on-site audits.
- b. Consultant has representatives that will be able to perform on-site training.

Final Selection (100 pts)

1. Qualifications (40 pts)

- a. Project manager and key team members are qualified to perform the services described included in the Scope of Services.
- b. Consultant demonstrates knowledge of all aspects of the project included in the Scope of Services.
- c. Consultant has demonstrated similar projects/services that they have successfully worked on in the past.
- d. Consultant has included three (3) references in proposal, including contact information, that have directly been involved with similar services.

2. Approach to the Project (30 pts)

- a. Consultant has demonstrated understanding of the key elements of the project, including potential issues that may come up.
- b. Consultant has demonstrated they are allocating appropriate and sufficient staff, resources or qualified sub-consultants to address the key elements of the project in a timely manner.
- c. Consultant has included a basic schedule of events to complete the project.

3. Interview (30 pts)

- a. Consultant's interview was clear and concise.
- b. Consultant's answers to selection committee's questions were answered logically and thoroughly.

SCHEDULE OF ACTIVITIES

Schedule of Activities	Date	Time
RFP Posted	March 4 – March 25	
Last Day Updates to RFP may be posted	March 18	5:00 pm
DR Form 497 on File at NDOR	March 25	5:00 pm
Drug-Free Workplace Policy at NDOR*	March 25	5:00 pm
Proposals Due	March 25	5:00 pm
Post Short-List Consultants	April 3	5:00 pm
Interview	April 13	10am-12pm
Post Final Selections	April 17	5:00 pm

* Please submit the Drug-Free Workplace Policy separate from the response to this RFP. The Drug-Free Workplace Policy is a one-time submittal to NDOR. Please do not re-submit this document unless your Policy has changed or you never have submitted this document with a previous proposal.

INSTRUCTIONS

Inclusion of a Disadvantaged Business Enterprises is not a requirement in the selection of a project team.

Please do not call or write NDOR staff for information regarding the services in this RFP. Email all inquiries/questions to Randy Eldorado, Consultant Services Engineer, at: randy.eldorado@nebraska.gov or call (402)479-4778.

The NDOR will not hold a briefing. All project related information is contained within this RFP and on the NDOR's website. If additional information is deemed necessary, it will be posted on the same web page as this RFP and will be labeled as an update. Consultants interested in this RFP are responsible for checking for updated information. No updates will be posted after **March 18, 2015**.

Other relevant information on NDOR's web site includes the following:

1. [Standard PE Agreement \(template\)](#)
2. [Insurance Requirements for Professional Service Providers](#)
3. [Drug Free Workplace Policy Example](#)
4. [DR Form 498, "Architect, Engineer, & Related Services Supplement to Statement of Qualifications"](#)

Interested consultants must have a current [DR Form 497, "Architect, Engineer, and Related Services Certification Form"](#) on file with the NDOR no later than **Wednesday, March 25, 2015**.

While the "Drug-Free Workplace Policy" is not a submittal requirement, all consultants must have an acceptable "Drug-Free Workplace Policy" on file no later than **Wednesday, March 25, 2015**.

Consultants may present a particular situation to the NDOR in advance of their proposal, if they are unsure whether they have a real or potential conflict of interest with their proposed team. The NDOR shall document their own analysis of the information presented, and will make a determination to whether the Consultant's staff has an actual or potential conflict of interest for the project. Firms should notify all conflict of interest inquiries to Randy Eldorado at randy.eldorado@nebraska.gov.

SUBMITTAL OF PROPOSALS

Submittals are to include the following in the order given below:

1. Front cover to include the Prime Consultant, Sub-consultants (if applicable), and title of project/service.
2. A letter of interest not to exceed one (1) page.
4. Organizational Chart not to exceed one (1) page.
5. A narrative responding to the established evaluation factors not to exceed ten (10) pages.
6. A maximum of five (5) pages of additional supportive material such as charts, tables, resumes, or photos.
7. DR Form 498 not to exceed six (6) pages for the prime Consultant and six (6) pages for each sub-consultant. A separate DR Form 498 must be submitted for each sub-consultant to be used. This information should emphasize transportation planning and asset management plan development for state or federal transportation departments in the last five years using staff currently employed by the submitting consultant.

Additional submittal requirements are:

1. All material in the submittal must be on 8½ x 11 paper printed on one (1) side, single or double spaced.
2. Submittal covers and dividers between the sections are allowed and not included in the page limit.
3. Fold-out pages are not allowed.
4. Submittals are to be spiral or edge bound. No 3-ring binders.

Six (6) hard copies of the submittal must be sent to the following:

Consultant Services Engineer
Nebraska Department of Roads
Planning and Project Development Division
1500 Highway 2, PO Box 94759
Lincoln NE
PO Box ZIP Code: 68509-4759 Shipping ZIP Code: 68502

An electronic PDF version of the Consultant's proposal must be included with the hard copy submittal or it can be emailed to brad.reid@nebraska.gov prior to the submittal deadline.

All information must be received by 5:00 p.m. on Wednesday, March 25, 2015. No exceptions to this deadline will be given.

INTERVIEWS

The short-listed consultants will be notified by telephone of the interview time and duration. Interviews will be capped at 20 minutes max, followed with up to 10 minutes of questions by selection committee members and answers by the consultant.

The NDOR will make every effort to post the short-listed consultants and the interview schedule on the NDOR's website by **5:00 p.m. on Friday, April 3, 2015.**

The NDOR's selection committee will conduct interviews with the short-listed consultants on **Monday, April 13, 2015**, at the Department of Roads, Central Complex, Highway Commission Room 103, 1500 Highway 2, Lincoln, Nebraska. Consultant's may request an interview via telephone, and will need to contact the Consultant Procurements Engineer to make arrangements.

Upon completion of all the interviews and Director-State Engineer approval, the selected consultant will be notified by telephone. The NDOR will make every effort to post the final selections on the NDOR's website by **5:00 p.m. on Friday, April 17, 2015.**

Randall D. Peters, P.E.
Director-State Engineer
Nebraska Department of Roads

EQUAL OPPORTUNITY EMPLOYER